

FILED :

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RETURN TO

RECORDS SERVICES DIVISION
GENERAL SERVICES OFFICE

Medical Office Reports and Correspondence
Management Programs

Facts Bearing on the Programs

1. Area Records Officer is capable and can devote sufficient time to the programs.
2. Medical Office administration is highly centralized.
3. Staff meetings are held twice daily.
4. Medical Office recruits its own personnel; there is considerable inter-office correspondence of a pattern nature.
5. Reporting workload is small.

Correspondence Management

1. Installation

- a. Inventory unanswered correspondence.
- b. Secure samples of form letters and pattern correspondence now in use.
- c. Obtain a copy of each piece of correspondence prepared during a normal period of operation (30-60 days).
- d. Analyze material gathered. Develop new, or revise existing, form letters and pattern correspondence. Recommend other improvements. If individuals so desire, perform an analysis of their writings and hold critiques, or provide them with written evaluations.

2. Continuation

- a. Provide for a resurvey within six months after the program is installed, and annually thereafter.
- b. As workload permits, periodically examine samples of correspondence.
- c. Maintain a running account of accomplishments for progress reporting and the development of publicity material.

Reports Management

1. Installation

- a. Conduct an initial inventory and analysis of reports.
- b. Establish a reports review panel to review and act upon recommendations evolving from the initial analysis of reports.
- c. Establish reports records centrally to provide a basis for continuing the program.

2. Continuation

- a. Provide for the screening of new reporting requirements prior to their establishment. Responsibility for this review could be delegated to the Chief of the Administrative Support Division.
- b. Provide for a re-evaluation of new reporting requirements within six months after their establishment, and an annual re-evaluation on all other reports.
- c. Ensure that the central reports records reflect all changes in reporting requirements.
- d. Maintain a running account of accomplishments for progress reporting and the development of publicity material.

Guides

Throughout the installation phase and during the continuance of the programs, written guides and personal assistance will be provided by the Reports and Correspondence Management Branch. The following written guides are proposed:

- a. Office notice or memorandum covering the installation and continuance of a Correspondence Management Program.
- b. Reports Management Program Guide (in handbook form).
- c. Office notice or memorandum installing the Reports Management Program.
- d. Program publicity in the form of fliers and posters.

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[redacted] Reports
and Correspondence Management Programs

Facts Bearing on the Programs

1. No Area Records Officer has been appointed. Administrative Officer is heavily burdened with administrative duties.
2. Staff of key personnel is small (approximately 12).
3. Volume of correspondence is large. Field contacts and the transmittal of reports generate much of this volume.
4. The staff appears reports conscious. They have published consolidated lists of the reports [redacted] requires and prepares.

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Correspondence Management

Recommend the same approach proposed for the Medical Office.

Reports Management

Recommend the same approach proposed for the Medical Office with the exception that field stations should be requested to submit recommendations on the reports they prepare.

Guides

Same as those proposed for the Medical Office.

Office of Scientific Intelligence Reports and
Correspondence Management Programs

Facts Bearing on the Programs

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1. Area Records Officer appears to be a very capable person. [] reports that she is particularly strong in VM and records disposition operations. However, my brief discussion with her on reports and correspondence disclosed a general analytical aptitude. Her workload is heavy. She is in a position to work closely with the Executive Officer.
2. OSI administration is highly decentralized.
3. The volume of correspondence transmitting scientific reports is large.
4. The volume of administrative reporting is small.

Correspondence Management

Recommend using the same approach proposed for the Medical Office.

Reports Management

Same as that proposed for the Medical Office, with responsibility for reviewing new reports delegated to the Executive Officer.

Guides

Same as those proposed for the Medical Office.

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General Counsel Reports and Correspondence
Management Programs

Facts Bearing on the Programs

1. Staff is very small. It will not be serviced by an Area Records Officer.
2. Very few recurring administrative reports.
3. Very little repetitive correspondence.

General Approach

In view of the volume of reports and correspondence, I do not consider it practical to establish a formal continuing program. In all probability General Counsel does not require any reports from other offices. The few that they prepare are probably prepared by other Offices under the DD/A. In which case these reports will be analyzed as we install the program in those Offices. We can suggest that their reports and correspondence be analyzed. If they are receptive to the idea our staff can handle the survey.